



Career Executive Assignment
California State Lands Commission
Examination Announcement

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN CIVIL SERVANTS.

The California State Lands Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DEPARTMENT: California State Lands Commission

POSITION TITLE: Chief Counsel, CEA 5

SALARY: \$9,544 - \$13,381 per month

FINAL FILING DATE: September 9, 2010

DUTIES/RESPONSIBILITIES

Under the general direction of the Executive Officer of the California State Lands Commission, the Chief Counsel is responsible for planning, organizing and directing the most complex and sensitive legal issues of the State Lands Commission. The Chief Counsel consults with and advises the Commission (Lieutenant Governor, State Controller and Director of Finance), the Executive Officer and Division Chiefs on the interpretation and analysis of law, court rulings, rules and regulations affecting the duties, functions and responsibilities of the Commission. The Chief Counsel formulates policy relative to land and resource management and public rights issues, represents the Commission and Executive Officer before public, professional and private organizations, determines representation needs and develops strategy to guide the Commission's activity in any litigation. The incumbent is also responsible for coordinating efforts to provide litigation support to the Attorney General's Office. Additionally, the Chief Counsel directs a professional staff of attorneys and clerical support.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

Upon appointment, incumbent must have active membership in the State Bar of California.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy - influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
- (2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATIONS

- Working knowledge of a wide range of specific areas of law including admiralty and maritime, antitrust, constitutional, common carriage, environmental, cultural resources, land use, mineral/mining, oil/gas/geothermal, public trust, real estate/property and water.
- Demonstrated management and administrative leadership skills.
- Ability to recognize and understand the political environment and consequences of actions.
- Strong written and verbal communications skills, strong negotiating skills, and particularly the ability to represent the Commission effectively – both internally and with the public.
- Knowledge of legal principles and their applications, legal research methods, court procedures, rules of evidence and procedure, administrative law and the conduct of proceedings before administrative bodies, provisions of laws administered or enforced by the California State Lands Commission, and principles of public administration, personnel management and supervision.
- Knowledge and experience in evaluating and making recommendations regarding highly sensitive and complex land and resource issues.
- Ability to successfully negotiate settlements in the best interest of the State of California and consistent the public trust.
- Possession of the personal characteristics of integrity, initiative, dependability, tact, and sound judgment.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Counsel, Legal Division** with the **California State Lands Commission**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678) www.jobs.ca.gov.
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and **should be typed and no more than two pages in length**.

Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by September 9, 2010 to:

California State Lands Commission
Personnel Office
100 Howe Avenue, Suite 100 South
Sacramento CA 95825

Questions concerning the examination should be directed to Mary Murray at (916) 574-1876.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The California State Lands Commission reserves the right to revise the examination plan to better meet the needs of the state civil service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>